



Welcome to ImmuNet!

By referring to the **VFC Vaccine Inventory Ordering Quick Reference Guide**, you will be able to:

- [Order VFC Vaccines](#)
- [Order VFC Specialty and Flu Vaccines](#)
- [Check the Status of the VFC Vaccine Order](#)
- **Manage VFC Vaccines**
 - [Add Vaccines](#)
 - [Remove Vaccines](#)

Order VFC Vaccines

Before submitting the VFC Inventory Report, please ensure that **Delivery Window #1** and **Delivery Window #2** in your VFC Profile is correct. This section is where you confirm your open hours, which allows you to allot time for a lunch hour during which you can't receive a delivery.

Edit VFC Profile

VFC Profile

Provider Pin: * Facility Type:

Initiating Organization:

Initiating User:

Delivery Contact Information ▲

* Delivery Contact First Name:

* Delivery Contact Last Name:

Delivery Contact Middle Name:

* Delivery Address (Street):

Delivery Address (Other):

* Delivery City: Delivery State: MD

* Delivery Zip: +4: * Delivery County:

* Delivery Phone: Ext. Delivery Fax:

* Delivery Alternative Phone:

Delivery Email:

Delivery Window #1:

Monday: to

Tuesday: to

Wednesday: to

Thursday: to

Friday: to

Saturday: to

Sunday: to

Delivery Window #2:

Monday: to

Tuesday: to

Wednesday: to

Thursday: to

Friday: to

Saturday: to

Sunday: to

Special Ordering Instructions: (35 Character Limit)



Backup Contact Information ▲

Entries must be different from Delivery Contact Information

*Backup First Name:
*Backup Last Name:
*Backup Office Position:
*Backup Phone Number: *Backup Fax Number:
*Backup Email Address (must be different than other emails provided)

If there is information you need to change, such as Delivery Contact Person information, Back-Up Contact Person information, click **Edit VFC Profile**,

Edit VFC Profile

change the information and then click **Save**.

To edit any other information in the VFC Profile such as Mailing Address, please contact the [VFC Contact Center](#).

To order VFC Vaccines:

1. Click on **VFC Inventory/Orders** in the center of the screen or

VFC Inventory / Orders

in the left navigator click **Inventory and Ordering, Create and View Orders, Enter Inventory**.

Patients
Organization Reports
Inventory and Ordering
Create and View
Orders >



Edit VFC Profile

Enter Inventory

Order Specialty/Flu Vaccines

VFC Enrollment Survey

- Right-click directly on the form and click "Print" to print a blank form to take inventory of the VFC vaccines on hand.

Grantee Code: MDA			Provider Pin: PINIR1		Inventory Date: 10/14/2016	
#	Trade Name/Description	NDC	Ordering Intention	Lot Number	Exp. Date	Quantity (in doses)
1	Acel-Imune	12121-1222-12	PED	jkko	01/01/2020	
2	ActHib	49281-0545-05	PED	999999	01/01/2020	
3	ActHib	49281-0545-05	PED	UAT CHECKOUT	01/01/2017	
4	DAPTACEL	49281-0286-10	PED	DoseLevelTest	10/21/2018	
5	Engerix-B Adult	58160-0821-52	ADU	1245	10/15/2018	
6	Engerix-B Peds	58160-0820-11	PED	123	10/15/2020	
7	Gardasil 9	00006-4119-02	PED	test Gardasil 9	04/18/2017	
8	IPOL	49281-0860-10	PED	98765	12/31/2020	
9	Pprevnar 13	00005-1971-02	PED	Test123	04/22/2025	

IMPORTANT: If an adjustment is needed to your vaccine order - - for example, a specific vaccine is NOT needed, please contact the [VFC Contact Center](#) BEFORE SUBMITTING THE ORDER.

- On the **Provider Inventory Data** screen, add the quantity, in doses, for each lot you have on hand in your VFC inventory. If you don't have any inventory of a particular lot on hand, enter a "0." All rows must be filled in with a number (if you leave a row blank, you will receive an error when you try to save the report).
- Click **Submit Inventory**.

Provider Inventory Data

Please enter the number of VFC doses remaining in your organization's inventory as of today's date. If your organization has used up all doses for a lot number below, please enter a "0".

Note: Only VFC, non-expired inventory lots with a quantity of 1 dose or higher and are active in the ImmuNet inventory module will display in the table below.

Once you have completed your organization's data entry, select the Submit Inventory button. The VFC Program will then place a vaccine order on your organization's behalf.

Grantee Code: MDA Provider Pin: PINIR1 Inventory Date: 10/14/2016

#	Trade Name/Description	NDC	Ordering Intention	Lot Number	Exp. Date	Quantity (in doses)
1	Acel-Imune	12121-1222-12	PED	jkko	01/01/2020	
2	ActHib	49281-0545-05	PED	999999	01/01/2020	
3	ActHib	49281-0545-05	PED	UAT CHECKOUT	01/01/2017	
4	DAPTACEL	49281-0286-10	PED	DoseLevelTest	10/21/2018	
5	Engerix-B Adult	58160-0821-52	ADU	1245	10/15/2018	
6	Engerix-B Peds	58160-0820-11	PED	123	10/15/2020	
7	Gardasil 9	00006-4119-02	PED	test Gardasil 9	04/18/2017	
8	IPOL	49281-0860-10	PED	98765	12/31/2020	
9	Pprevnar 13	00005-1971-02	PED	Test123	04/22/2025	



The order will show as "Pending" under the **Current Reports** under **Order Status**.

Current Reports

Report ID	User	Submit Date	Order Status
			pending

Important notes:

- Your ImmuNet log in will time out after 1 hour of inactivity.
- For vaccines that are wasted, spoiled, or expired continue to use the paper [Vaccine Return and Wastage Form](#).
- If you don't see a lot number you have on hand on the VFC Inventory Report, press **Cancel** and enter the vaccines into your ImmuNet inventory and then go back and re-enter your inventory.

Order VFC Specialty and Flu Vaccines

1. Click on **VFC Inventory/Orders** in the center of the screen or

VFC Inventory / Orders

on the left navigator click **Inventory and Ordering** and then click **Order Specialty/Flu Vaccines**.

Patients

Organization Reports

Inventory and Ordering

Create and View
Orders >



Edit VFC Profile

Enter Inventory

Order Specialty/Flu Vaccines

VFC Enrollment Survey

When flu vaccines are not available, the button will only say **Order Specialty Vaccines**.

There are three (two when flu vaccines are unavailable) sections:

- Specialty
- Single Dose
- Flu

Order Specialty/Flu Vaccines

Grantee Code: MDA Provider Pin:

Organization Name:

Inventory Date: 07/10/2019

Is this a priority Order? ☒ yes ☐ no If yes, select Priority Reason:

 **Confirm Order**
Cancel

Inventory entry instructions:

Please enter the number of VFC doses remaining in your organization's inventory as of today's date. Enter remaining inventory in the 'Inventory Quantity (in doses)' column. If your organization has used all doses or has no doses for the trade name, enter a zero.

Order entry instructions:

Please enter an Order Quantity (in doses) for each line. The Order Quantity can be zero, or equal to, or a multiple of the Package Quantity.

Exception: The Single Dose section allows an Order Quantity of 1 dose.

Specialty Trade Name/Mfr/Description	NDC	Inventory Quantity (in doses)	Ordering Intention	Funding Type	Package Quantity	Order Quantity (in doses)
Bexsero GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome) 1 Dose Syringe	58160-0976-20	<input type="text"/>	PED		10	<input type="text"/>
Trumenba Pfizer, Inc. (including Wyeth- Ayerst) 1 Dose Syringe	00005-0100-10	<input type="text"/>	PED		10	<input type="text"/>
Single Dose Trade Name/Mfr/Description	NDC	Inventory Quantity (in doses)	Ordering Intention	Funding Type	Package Quantity	Order Quantity (in doses)
DT Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) 1 Dose Vial	49281-0225-10	<input type="text"/>	PED		1	<input type="text"/>
Pneumovax 23 Merck & Co, Inc. 1 Dose Syringe	00006-4837-03	<input type="text"/>	PED		10	<input type="text"/>
Td Massachusetts Biologic Laboratories 1 Dose Vial	13533-0131-01	<input type="text"/>	PED		1	<input type="text"/>
TENIVAC Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) 1 Dose Svringe No Needle	49281-0215-15	<input type="text"/>	PED		1	<input type="text"/>

*** Justification Statement:**

Please enter Justification Statement, why this order is needed.

Click Confirm Order, once you have completed inventory, order, and Justification entries.

- Fill out each **Inventory Quantity** and **Order Quantity** section, even if you aren't ordering from one of the sections. The order quantity will default to "0", but enter a number in the **Inventory Quantity** column for each row.



- Specialty
 - Specialty vaccines should be ordered in multiples of 10.
- Single Dose
 - The Single Dose section allows you to order some vaccines in quantities less than 10. Use this section, if you only need a small number of the selected vaccine.
- Flu
 - The Flu section will **only appear when flu vaccines are available**.
 - Flu vaccines should be ordered in multiples of ten.

The **Priority Order** selection is not generally used. VFC **DOES NOT** ship priority orders.

3. Enter a brief explanation in the **Justification Statement** box at the bottom of the form.
4. Click **Confirm Order**. If there are any errors in your order, they will appear in **red** at the top of the page. Otherwise, "Order Confirmed" will appear in **red**.

The order will show as "Pending" under the **Current Reports (Order Status)** column.

Current Reports

Report ID	User	Submit Date	Order Status
			pending

Check the Status of the VFC Vaccine Order

1. Click on **VFC Inventory/Orders** in the center of the screen

VFC Inventory / Orders

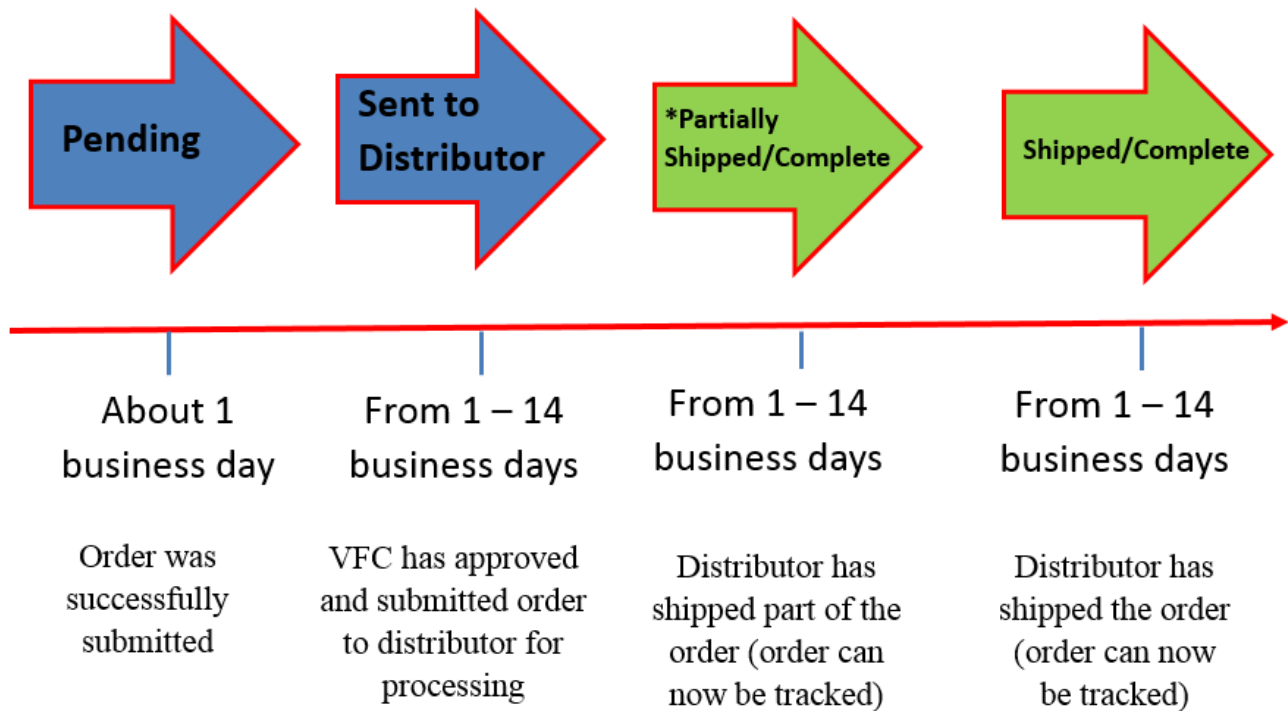
2. Go to the bottom section of the screen called **Current Reports**. The first line item listed is the most current order submitted. To view the status of the order, go to the end of that row, under the column **Order Status**.

Current Reports

Report ID	User	Submit Date	Order Status
			pending

The VFC Vaccine order process takes about 14 business days (possibly sooner during non-flu season).

3. Check the **Current Reports** screen **every few days** to view the following order statuses:



When **Order Status** says “Partially Shipped/Complete” or “Shipped/Complete”, you may track the vaccine shipment(s).

4. Click on the [blue](#) link under **Order Status** to view the order’s delivery information and to track the vaccine shipment.

Current Reports			
Report ID	User	Submit Date	Order Status
			Partially Shipped/Complete



Delivery carrier and tracking number information will be displayed for each vaccine that will be shipped. Go to the respective delivery carrier's website and enter the tracking number to track that shipment.

Shipment Tracking Information
Order ID: 10130845

Grantee Code:
Organization:
Provider Pin:
Is this a Priority Order: ☐ Yes ☒ No
If yes, select Priority Reason:
Order Date/Time: 01/23/2019 / 11:18

Cancel

Order Line Item	Trade Name/Description	NDC	Order Quantity (in doses)
1	Boostrix 1 Dose TL Syringe No Needle	56160-0842-52	5

Trade Name/Description	NDC	Carrier	Tracking Number	Quantity Shipped (in doses)
Boostrix 1 Dose TL Syringe No Needle	56160-0842-52	FDX1	755168083725	10

Order Line Item	Trade Name/Description	NDC	Order Quantity (in doses)
2	Gardasil 9 1 Dose Vial	00006-4121-02	12

Trade Name/Description	NDC	Carrier	Tracking Number	Quantity Shipped (in doses)
Gardasil 9 1 Dose Vial	00006-4121-02	FDX1	755168083725	20

Order Line Item	Trade Name/Description	NDC	Order Quantity (in doses)
3	Havrix-Peds 2 Dose 1 Dose TL Syringe No Needle	56160-0825-52	23

Trade Name/Description	NDC	Carrier	Tracking Number	Quantity Shipped (in doses)
Havrix-Peds 2 Dose 1 Dose TL Syringe No Needle	56160-0825-52	FDX1	755168083725	30

Manage VFC Vaccines

Add Vaccines

Occasionally, your ImmuNet Inventory module will not have a VFC vaccine lot that was sent to you. If you do not see a lot number for a vaccine you have on hand in your VFC Inventory Report when you attempt to place your order or when you are reporting an administered VFC vaccine to ImmuNet, click **Cancel**. You may also add your privately purchased vaccines to ImmuNet by following these steps:



1. Click on **Inventory and Ordering** and then **Manage Inventory**.

Patients

Organization Reports

Inventory and Ordering

> Create and View Orders

> **Manage Inventory**

> Manage Transfers

> Transfer Shipping
Documents

2. Click **View Inventory** and ensure that the missing lot number is not on the list shown. If it is on the list, but marked "Inactive" under **Lot Active**, click on the **Trade Name**, set the **Lot Active** field to "Yes," click **Save**, and then complete your VFC Inventory Report.
 - If it is expired, you will not be able to add it as a new vaccination.
 - If it was administered before the expiration date, you can still enter the vaccination as "Historical."
 - Expired VFC vaccines should be reported to the VFC program using the VFC [Vaccine Return and Wastage Form](#).

Manage Inventory

Show Inventory for Sites...

View Inventory

Show Transactions for Sites...

Show Transactions

Update Inventory Alerts...

Update Alert Prefs

Return to the Previous Screen...

Cancel

Inventory Alerts

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)		No Order Notification	
Transfer(s)		No Transfer Notification	

Active Inventory that is Going to Expire or Expired Lots with a Quantity ...

Site Name	Trade Name	Lot Number	NDC	On Hand	Public	Exp Date
No vaccines are currently set to expire.						

Inventory that is Running Low by Vaccine Group ...

Vaccine Group	Quantity On Hand	Public
No vaccine groups have a low inventory.		

Inventory that is Running Low by Trade Name ...

Trade Name	Quantity On Hand	Public
No trade names have a low inventory.		



3. If the lot number is not on the list, click **Add Inventory**.

View Inventory

Add Inventory for Site

Modify Quantity On Hand for Selected Sites....

Show Transactions for Sites....

Return to the Previous Screen....

Add Inventory

Modify Quantity

Show Transactions

Cancel

Site: Show ☐ Active ☐ Inactive ☒ Non-Expired ☐ Expired

Select	Trade Name	Lot Number	NDC	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	ActHib	UI903AAA	49281-0545-03	6	Y	Y	09/14/2019
<input type="checkbox"/>	ActHib	UI901AAA	49281-0545-03	45	Y	Y	09/17/2019
<input type="checkbox"/>	ActHib	UI905AAA	49281-0545-03	40	Y	Y	10/24/2019
<input type="checkbox"/>	ActHib	UI937AAA	49281-0545-03	40	Y	Y	11/05/2019



4. Add the **Trade Name**, **Manufacturer**, **NDC**, **Lot Number**, **Expiration Date**, and **Quantity on Hand**. The **Lot Active** field should be set to "Yes" and for VFC vaccines the **Funding Type** should be set to "Public" ("Private" for private vaccines)
5. Click **Save**.

Add Vaccine Inventory Information

Site:

Display Trade Names
With Active NDC

☒ Display All

☐

Trade Name:

☒

Manufacturer:

Sanofi Pasteur Inc. (Connaught and Pasteur Merieu:

☐

NDC:

*Note: Manufacturer name may not display accurately based upon the NDC selected.

Package
Description:

Lot Number:

Dose:

Expiration Date:

Funding Type:

Public

Lot Active:

Yes

Quantity on Hand:

Cost Per Dose (\$):

Save

Cancel



- To add any additional lot numbers, click on **Add New**. Click **Cancel** to return to your inventory or use the left navigator to return to what you were doing previously.

Edit Vaccine Inventory Information

Site:

Trade Name:

Manufacturer:

NDC:

Package Description:

Lot Number:

Dose:

Expiration Date:

Funding Type:

Lot Active:

Quantity on Hand:

Cost Per Dose (\$):

Save

Cancel

Add New

Delete

Modify Quantity On Hand

Action:

Amount:

Reason:

Removing Vaccines

Vaccines sent from VFC are automatically uploaded into your ImmuNet inventory module. Your active inventory may show vaccine lots that you've already used.

To remove them from your VFC inventory report:

- Click on **Inventory and Ordering** and then **Manage Inventory**.

Patients

Organization Reports

Inventory and Ordering

> Create and View Orders

> **Manage Inventory**

> Manage Transfers

> Transfer Shipping Documents



2. Click **View Inventory**.

Manage Inventory	
Show Inventory for Sites....	View Inventory
Show Transactions for Sites....	Show Transactions
Update Inventory Alerts....	Update Alert Prefs
Return to the Previous Screen....	Cancel

3. Click the **Select** checkbox to the left of the **Trade Name** for each lot number you want to remove. Click **Modify Quantity**.

Manage Inventory						
Add Inventory for Site					Add Inventory	
Modify Quantity On Hand for Selected Sites....					Modify Quantity	
Show Transactions for Sites....					Show Transactions	
Return to the Previous Screen....					Cancel	

Site:	Access Family Clinic ▾					
Show	<input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Non-Expired <input type="radio"/> Expired					
Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input checked="" type="checkbox"/>	ActHib	Test 1	12	Y	Y	10/21/2017
<input type="checkbox"/>	DAPTACEL	Test 2	12	Y	Y	10/21/2017
<input type="checkbox"/>	Engerix-B Peds	Test 3	12	Y	Y	10/21/2018



4. For each line, select "Subtract" under **Action**, in **Amount** enter the **same** number that is displayed under **Inv on Hand**, select "Error Correction" under **Reason**, and finally, click **Save**.

Manage Inventory

Save Changes to Quantity On Hand for Selected Sites....

Return to the Previous Screen....

Save

Cancel

Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Inv On Hand	Action	Amount	Reason
ActHib	Test 1	12	Add ▾		Receipt of Inventory ▾
					Receipt of Inventory
					Error Correction
					Doses Returned
					Doses Transferred
					Doses Wasted